Department of Agriculture
Human Resources Management Report
Executive Summary - October 2006 Report – Revised April 2007

Measurement	Statewide	Agency	Comments
Plan & Align Workforce			
▪ Percent managers with current performance expectations for workforce management		10%	Statewide: percentage not available
▪ Management profile:			
• Percent workforce that is coded as "Manager"	9.4%	5.4%	
• Percent workforce that is WMS	8.3%	4.2%	
• Percent WMS that is			
➤ Manager	73%	97%	
➤ Policy	8%	0	
➤ Consultant	19%	3%	
▪ Percent employees with current position descriptions	67%	12.8%	Statewide: percentage is an estimate
Hire Workforce			
▪ Days to fill job vacancies			Data not available until 4/07
▪ Candidate quality ratings			Data not available until 4/07
▪ Hiring balance (% types of appointments)			Agency: Data from FY 2006 (45 appointments) 18% from within agency, 9% from outside
➤ Promotions	29%	27%	
➤ New hires	32%	49%	
➤ Exempts	8%	4%	
➤ Transfers	26%		Agency: Transfers coded as 'other' below
➤ Other	6%	20%	
▪ Percent separation during post-hire review period	9.7%	4%	Statewide: percentage is an estimate. Agency: Does not include project employees
Deploy Workforce			
▪ Percent employees with current performance expectations	64%	42.9%	
▪ Employee survey "productive workforce" ratings (on a scale of 1 to 5)	3.8	3.9	
▪ Overtime usage:			
• Average overtime hours	8.2 hours	25.6 hours	Agency: FY 2006 data through 3/22/06
• Average number employees receiving overtime (per capita, per quarter in FY06)	25.9%	40%	Agency: FY 2006 data through 3/22/06
▪ Sick leave usage			
• Average sick leave use (per capita, per quarter in FY06)	17.9 hours	12.1 hours	Agency: FY 2006 data through 3/22/06
• Average sick leave for those who used sick leave (per quarter in FY06)	22.7 hours	20.6 hours	Agency: FY 2006 data through 3/22/06
▪ Number of non-disciplinary grievances filed (FY06)	769	6	
▪ Number of non-disciplinary appeals filed (FY06)	131	0	
Develop Workforce			
▪ Percent employees with current individual training plans	64%	40%	Statewide: percentage is an estimate Agency: Estimate
▪ Employee survey "training & development" ratings (on a scale of 1 to 5)	3.7	3.7	
Reinforce Performance			
▪ Percent employees with current performance evaluations	63%	42.9%	Statewide: percentage is an estimate
▪ Employee survey "performance & accountability" ratings (on a scale of 1 to 5)	3.7	3.7	

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▪ Number of formal disciplinary actions taken	451	6	Statewide: total actions
▪ Number of disciplinary grievances filed	227	1	Statewide: total actions
▪ Number of disciplinary appeals filed	23	1	Statewide: total actions
Ultimate Outcomes			
▪ Employee survey "Employee Commitment" ratings (on a scale of 1 to 5)	3.6	3.5	
▪ Statewide turnover percentages (leaving state service)	9.4%	7.5%	Statewide: Leaving state service Agency: Leaving agency

[1] This state-wide summary is not a final report. The Department of Personnel and agencies encountered challenges with the data and definitions. The information provided is accurate, but should be viewed as an initial point of discussion. The April 2007 version will resolve these difficulties.